About AcquiLine® PRweb

AcquiLine® PRweb is a direct paperless channel between you and your contracting office. Directly from your web browser, you can create purchase requests (PRs), with attachments, for supplies and services. After creating the PR, you can route it to other users for approval and fund certification. Upon approval, the PR will go to Contracting for processing. Benefits of using PRweb include:

- Seamless integration with the contracting system
- Immediate PR routing & Email notifications
- 24/7 online PR Status Reports
- Eliminates data re-entry and transcription errors
- Intuitive web-based technology
- Routes PRs to multiple sites (databases)

User Logon

Registration to become a PRweb user is a site-specific process and will be directed by your system administrator. Your administrator will also provide the appropriate URL to access PRweb. You must use Internet Explore 5.0 or higher to access PRweb. Once at the PRweb web-site click the Login Tab and enter your user name and password. Then click the [Login] button.

Desktop Containers

- **Drafts** folder: Contains documents in progress.
- **Inbox** folder: Contains documents that have been routed to you for approval.
- **Outbox** folder: Contains documents that you have routed for pending approval.
- **Archive** folder: Stores fully accepted and approved documents as Read Only documents.

General Searching Tips

Search windows allows for easy selection of data.

- Use the % sign as a universal search symbol (e.g. "Dir% will search for anything beginning with "Dir").
- All searches have **Search By** criteria (e.g. Name, State, Phone Number) to the right. Make sure your search criteria matches the Search By category.
- Highlight the desired result and click **[Select]**.
- Searching is NOT case sensitive.

Printing Your Purchase Request

To print your PR, highlight your document and select **Purchase Request ⇨ View Summary/ Print PR**. To print or save to your local hard drive, click **[Print HTML Report]**.

Status Information

To learn the status of a PR that is being reviewed for approval, highlight the PR on the desktop and go to **Purchase Request ⇨ View Approval History**. For PRs submitted to Contracting, select **Purchase Request ⇨ PR Status Report**. Enter your search criteria to learn solicitation and award information. Your profile may limit your access to PRs you or your group created. Results can be viewed by clicking the **[Summary Report]** or drilling down through the **Query Results** on the left.

Help Options

For Additional Information, use the **Help Menu** to access AcquiLine on-line help or to access the CACI AcquiLine home page.

How to Use

1. Creating a New Purchase Request

- From the menu bar, select **Purchase Request ⇨ New.**
- Select the contracting site that the PR will be routed to.
- Enter the mandatory **Description** and **Purchase Request Number**. These fields may be changed at a later time.
- Enter a **DPAS Priority Rating** and/or **Priority Rating**, if appropriate. The **Requisition Date** automatically defaults and cannot be changed.
- Enter **Additional Description** field; this cannot be edited by anyone other than the creator.

2. Main Form Tab

- The **Requesting Office** defaults and is associated with your user profile. The **Issuing Office** is site default. These fields may be edited by clicking **[Select]**.
- To select a Suggested Vendor, click **[Add]** to search for vendors using the search tips located on the previous page. Use the **Comments** box for any additional information concerning the PR (e.g. additional vendors.)
- Click the appropriate **Type of Action**. If unknown, leave on "Small Purchase."

3. Line Item Tab

- To create a new Contract Line Item (CLIN), select **Line Item ⇨ New ⇨ CLIN**. Then enter a short **Description** of what is being requested.

Detail Tab

- If your organization uses National Stock Numbers, you may enter a NSN in the **NSN** field to pre-populate the CLIN. To search for a NSN, click **[Select]**.
- Either a **Delivery Date** or a **Period of Performance**. To use the Auto-Calendar feature, click the Calendar icon to the right of the date field.
- Add an **Extended Description** to provide up to 250 characters of additional information about the CLIN.
- Both the **Quantity** and **Estimated Unit Price** fields are mandatory for priced CLINs.
- Enter a **Unit of Issue** code manually or search for one by clicking the select button.

Description Tab

The Description Tab specifies optional details (e.g. Manufacturer, Color, Size, etc.) pertaining to the CLIN. If available, enter the appropriate information in these fields.

Funding Tab

Users with appropriate rights can enter funding information in the Funding Tab. To add funding:

- Select **Funding ⇨ New**.
- On the next screen, click **[New]** to generate a new funding strip. Enter the funding data into the funding template provided or choose an alternate template by clicking the drop down box in the lower left corner.
- To use or modify an existing fund strip, click **[Manage]** and search for the fund strip by either **Code** or **User ID**. Highlight the desired fund strip and click **[Select]**. If you choose **[Copy]**, modify the fund strip and click **[OK]**. The modified fund strip will be at the bottom of the query results to select.
- Once the fund strip is added, verify the funded amount of the CLIN and click **[OK]**.

Shipping Tab

- To select a **Shipping Address**, click **[Select]**.
- Add optional shipping information such as **FOB, Additional Markings, Charge Shipping To, HAZMAT** codes, and **Shipping Mode**.

Local Information Tab

PRweb permits the use of Local Information fields that are primarily used by the Contracting office and are unique to a specific site. Check with your site administrator to learn if these fields are applicable to your business process.

Completing the CLIN

To complete the CLIN, go to the menu bar and select **File ⇨ Update**. To return to the line item detail screen, double click the CLIN. At this time, you may choose to add additional CLINs or SubCLINs by repeating these steps. ***Tip: Updating does not save the data. It is recommended to select File ⇨ Save after each CLIN is created.***

4. Contracts Tab

To suggest a contract, select whether it is a delivery order or modification and click **[Select]** to search awards. If known, you may also add **Suggested Preference Program**.

5. Additional Data Tab

This tab provides information such as **Additional Point of Contact** and **Security Clearance Classification** information. The KO notes field is read only and is generally used for the Contract Specialist to provide comments in the case of the PR being returned.

6. Attachments

PRweb allows you to attach Microsoft Office documents (i.e.Word, Excel, PowerPoint) to your PR, as well as PDFs. To add an attachment:

- Go to the menu bar and select **File ⇨ Attachments.**
- Click the **[Add]** button.
- Enter the file name and the extension of the document to be attached (e.g. "SOW.doc") and enter a description.
- Click **[Select File]**. Then click **[Browse]** to locate the file. After selecting the file, click **[Attach]**, wait for the message saying it is okay to close, then **[Close]**.

7. Routing for Approval

PRs can be routed for approval to other approvers or directly to the Contracting Office. To route:

A) Highlight the PR in your **Drafts** folder and select **Purchase Request ⇨ Route**.

B) If you are part of a security group, your routing limits are determined by your system administrator; choose a template and proceed to step F. If you are not in a security group, proceed to step C.

C) If routing templates have been created by your site for the specific commodities or services being requested, click the **Template** radio button and select the appropriate template from the drop down menu. Click **[Select All]** and proceed to step E.

D) If an existing template is not available, create your routing sheet by highlighting the user name in the **User Box** and click the right arrow to add the name to the **Route To Box**. Groups can also be included in the routing sheet by selecting the **Groups** radio button. Be sure to add the users in the correct order of the approval process.

E) Click **[Select]** for the Route to PD^2 User field and select the desired **Contract Specialist**.

F) Click **[OK]**. This step will notify the next approver via email that they have a PR waiting for review. Once approved by everyone on the routing sheet, the PR will be forwarded directly to the contract specialist.

8. Approval

When a PR is sent to you for approval, it will reside in your **Inbox**. If the PR is acceptable, highlight it on the desktop and select **Purchase Request ⇨ Approve**. Then select "Approve" from the drop down menu and add optional comments. Click **[OK]** to complete your approval.

About CACI

CACI International Inc provides the IT and network solutions needed to prevail in today's new era of defense, intelligence, and e-government.

From systems integration and managed network solutions to knowledge management, engineering, simulation, and information assurance, we deliver the IT applications and infrastructures our federal customers use to improve communications and collaboration, secure the integrity of information systems and networks, enhance data collection and analysis, and increase efficiency and mission effectiveness. Our solutions lead the transformation of defense and intelligence, assure homeland security, enhance decision-making, and help government to work smarter, faster, and more responsively.

CACI, a member of the Russell 2000 and S&P SmallCap 600 indices, provides dynamic careers for approximately 9,400 employees working in over 100 offices in the U.S. and Europe. CACI is the IT provider for a networked world. Visit CACI on the web at www.caci.com.

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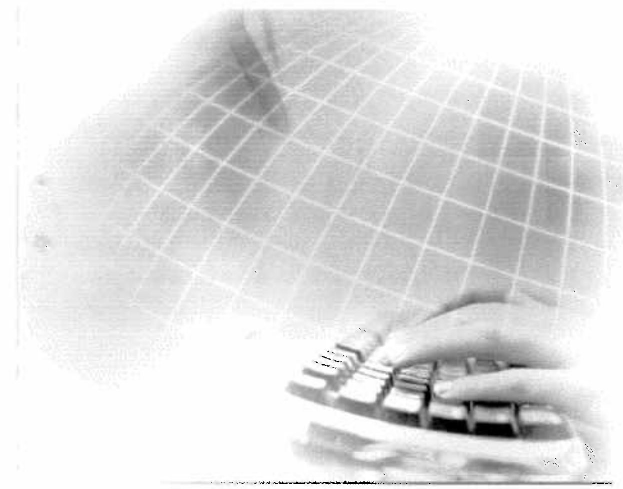
AcquiLine® PRweb 3.0



Creating a purchase request v3.0

http://acquiline.caci.com